

ADMINISTRATIVE
INTERNAL USE ONLY

Mem-102

23 JUL 1964

MEMORANDUM FOR: Special Assistant to DD/S&T

ATTENTION :

STATINTL

SUBJECT : Office of Logistics Improvement Program

1. Attached are information copies of a memorandum and a bulletin which are self-explanatory.

2. I feel sure that our Office of Logistics supervisors and employees will develop a considerable number of ideas for improvement of our operations. I do believe, however, that you as a customer of our services can be of assistance. The real purpose of this memorandum is to solicit from you the identification of any problem areas which you believe our people can work on to effect improvement. Your constructive ideas will be included in a future Office of Logistics Bulletin; as a result of our combined efforts, I am sure we will come up with better service.

3. If you have any questions, please call me at any time--extension 2657.

STATINTL

[Redacted Signature]

Chief, Administrative Staff, OL

Attachments:
As stated

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